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It is anticipated the Board of Education will call an executive session at 5:00 p.m. to discuss matters which may imperil the public safety if disclosed.

- I. Meeting Called to Order**
- II. Pledge of Allegiance to the Flag**
- III. Board Meeting Minutes** (BOARD ACTION)
- IV. Board Student Representative- Taryn Bjorling**
- V. President's Comments**
- VI. Superintendent's Report**
- VII. December 2023 Warrant Review (Mrs. Personale and Mr. Polimeni)** (BOARD ACTION)
- VIII. SEQR- 2024 Capital Outlay Project** (BOARD ACTION)
- IX. Consensus Agenda** (BOARD ACTION)

**Business**

1. Student Teacher Placement
2. New Course- *Initial Approval*
3. Agreements
4. Surplus Books
5. Scholarships Change
6. Real Property Tax Corrections
7. Construction Management Services
8. Recommendations of the Committee on Special Education

**Personnel**

***End of Consensus Agenda***

- X. Wayne-Finger Lakes BOCES Board Nomination** (POSSIBLE BOARD ACTION)
  - Nomination of Dr. O.J. Sahler, Canandaigua City School District resident to Wayne-Finger Lakes BOCES Board
- XI. Board Committee Reports**
  - **Policy Committee-** Mrs. Beth Thomas (BOARD ACTION)
    - > **Second Reading-** Policy #5100- Nursing Mothers
    - > **Second Reading-** Policy #5110- Workplace Violence Prevention; Conditional Emergency
    - > **First Reading-** Policy #3020 Timeout and Physical Restraint (All Students)
- XII. District Committee Reports**
  - **Character Education Committee-** Mrs. Amy Calabrese/ Mr. Milton Johnson- January 25, 2024
  - **Diversity, Equity, and Inclusion Task Force-** Mrs. Julianne Miller- January 17, 2024
- XIII. Closing Remarks**  
(President, Board of Education and/or Superintendent)

**I. Consensus Agenda**

**(BOARD ACTION)**

The Superintendent recommends that the Board of Education approve/accept the following:

**Business**

**1. Uncollected Taxes for 2023-2024**

WHEREAS, the Education Law provides that the tax collector shall be relieved of responsibility for the uncollected portion of the tax list when a complete list of delinquent tax items has been certified to the Board of Education, and since the collector has affixed her affidavit to such statement and filed a statement accounting for handling of the tax warrant and list as follows:

<u>NAME OF TOWN</u>	<u>TAX TO BE RETURNED</u>	<u>6% INTEREST</u>	<u>TOTAL</u>
Canandaigua City	594,666.27	35,679.98	630,346.25
Canandaigua Town	654,090.10	39,245.41	693,335.51
Farmington	39,869.49	2,392.17	42,261.66
East Bloomfield	0.00	0.00	0.00
Bristol	16,103.63	966.22	17,069.85
Hopewell	103,897.41	6,233.84	110,131.25
Gorham	0.00	0.00	0.00
South Bristol	0.00	0.00	0.00
Total	<b>\$1,408,626.90</b>	<b>\$84,517.61</b>	<b>\$1,493,144.51</b>
Tax Levy			\$51,049,301.38
Library Levy			\$920,150.00
Less Star Reimbursement			\$2,746,391.33
Plus Chargeback			\$48,698.62
Plus Omitted STAR			\$0.00
<b>LESS: small claims</b>		<b>\$12,201.06</b>	
<b>LESS: assessor's error</b>		<b>\$51,743.94</b>	
		<u>Total Adjustments</u>	<u>\$63,945.00</u>
plus/minus rounding			<u>\$2.03</u>
Tax to be collected			\$49,207,815.70
Tax collected 97.1374%			<u>\$47,799,188.80</u>
			<b><u>\$1,690,975.83</u></b>
Unpaid taxes to be returned:			
City Treasurer		\$594,666.27	
County Treasurer		<u>\$813,960.63</u>	
TOTAL			<b><u>\$1,408,626.90</u></b>

AND WHEREAS, the district treasurer has verified the accuracy and signed the report of the collector;

THEREFORE, BE IT RESOLVED, that the Board of Education accept the report of the tax collector and having determined that the collector has accounted for the full amount of the tax warrant, directs that the lists of the delinquent tax items with the addition of 6% penalty be certified to the offices of the City and County Treasurers.

**2. Budget Transfer**

The below budget transfer is over \$20,000 and requires Board approval. This is related to the district water pipe break.

From: A9060.800-00-0000	Health Insurance	\$47,000
To: A1620.400-22-WATE	Water-High School	\$47,000

**3. Universal Pre-Kindergarten**

Extension of Award of Request for Proposal for Universal Pre-Kindergarten for community-based organizations to be funded by UPK state/federal grants of \$5,500/student effective September 1, 2024- June 30, 2025 to:

- Care-A-Lot Child Care of Farmington, Inc. (up to 18 students)
- Finger Lakes Community College (FLCC) Child Care Center (up to 14 students)
- Happiness House (up to 30 students)
- Our Children’s Place (up to 16 students)

Personnel

1. Non-Instructional Personnel

A. Removals

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Heather Lyon	School Monitor	Resignation in order to accept another position in the District	1/25/2024

B. Appointments

*Pending Civil Service approval and NYSED fingerprint clearance where applicable:*

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Samantha Cook	Substitute School Monitor	1/29/2024	\$15.00/hr.
Yuri Kubotera	School Registered Nurse	2/1/2024	Step 9
Kelly LaBouf	School Nurse (LPN)	1/30/2024	Step 5
Attilio Carcone	Substitute School Bus Driver	2/12/2024	\$19.00/hr.

***End of Consensus Agenda***



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It is anticipated the Board of Education will call an executive session at 5:00 p.m. to discuss matters which may imperil the public safety if disclosed.

**I. Meeting Called to Order**

**II. Pledge of Allegiance to the Flag**

**III. Board Meeting Minutes**

**(BOARD ACTION)**

- January 8, 2024- Regular Meeting Minutes

**IV. Board Student Representative- Taryn Bjorling**

**V. President's Comments**

- Remarks
- Correspondence

**VI. Superintendent's Report**

- Middle School Teaser- *Beauty and the Beast*
- Remarks
- Correspondence
- Updates to Agenda - (e.g., supplemental agenda items, revisions, etc.)

**VII. December 2023 Warrant Review (Mrs. Personale and Mr. Polimeni)**

**(BOARD ACTION)**

- A-59 General 9009562-9009638 (ACH)
- A-60 General 18192-18264 (Check Print)
- A-61 General 18167-18191 (In House)
- A-65 General 9009639-9009689 (ACH)
- A-66 General 18279, 18283-18328 (Check Print)
- A-67 General 18265-18278, 18280-18282 (In House)
- A-68 General 13007560 (Manual)
- C-12 Cafeteria 2955-2966
- C-13 Cafeteria 2967-2981
- F-25 Federal 9000477-9000480 (ACH)
- F-26 Federal 936-939 (Check Print)
- F-27 Federal 9000481-9000483 (ACH)
- H-21 Capital 652-658 (In House)
- H-22 Capital 9000222-9000223 (ACH)
- H-23 Capital 9000224 (ACH)
- H-25 Capital 659-661 (Check Print)

**VIII. SEQR- 2024 Capital Outlay Project**

**(BOARD ACTION)**

WHEREAS, the Canandaigua City School District (the "District") Board of Education is proposing the following Scope of Work to be completed:

Replacement of exterior doors and frames at the Primary Elementary School.

WHEREAS, the Board has reviewed the scope of the project and has further received and considered the advice of its architects, engineers, and environmental specialists with respect to classification of the action in accordance with the State Environmental Quality Review Act (SEQRA); and

WHEREAS, the Board has reviewed the Proposed Action with respect to the Type II criteria set forth in 6 NYCRR part 617.5(c), which reads as follows:



(2) replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site, including upgrading buildings to meet building or fire codes, unless such action meets or exceeds any of the thresholds in section 617.4 of this Part.

WHEREAS, Type II actions have been determined not to have a significant impact on the environment and are not subject to review under SEQRA, now therefore;

BE IT RESOLVED, no further action is required by the Canandaigua City School District Board of Education with regard to SEQRA for this action.

The question of the adoption of the foregoing Resolution was duly put to a vote, which resulted as follows:

Mrs. Amy Calabrese	Voting _____
Mr. Milton Johnson	Voting _____
Mrs. Julianne Miller	Voting _____
Mrs. Megan Personale	Voting _____
Mr. John Polimeni	Voting _____
Dr. Jen Schneider	Voting _____
Ms. Jennifer Tessendorf	Voting _____
Mrs. Beth Thomas	Voting _____
Mrs. Jeanie Grimm	Voting _____

The Resolution was thereupon declared adopted.

**IX. Consensus Agenda**

**(BOARD ACTION)**

The Superintendent recommends that the Board of Education approve/accept the following:

**Business**

**1. Student Teacher Placement**

Mr. Brian Amesbury, Elementary School Principal, recommends the following:

- Elijah Finsburg, Grand Canyon University with Julie Lawrence- January 30, 2024-May 24, 2024

**2. New Course- *Initial Approval***

At the November CIE meeting, the Council reviewed and approved the following new course request. A thorough review occurred through the department, the building principal, and finally the CIE as directed in the District Curriculum Procedures Manual.

- Positivity in Prose: Exploring the Champion Mindset

**3. Agreements**

An Intermunicipal Cooperation Agreement with the County of Ontario to prepare school tax bills for the 2023-2024 school year.

**4. Surplus Books**

Mrs. Emily Bonadonna, Primary School Principal, is requesting approval to declare as surplus the listing of books attached.

**5. Scholarships Change**

Mrs. Marissa Logue, Academy Principal, is requesting approval to increase the below scholarships:



- Louis Shenkman Memorial Award- \$125 we would like to increase it to \$500- Given to a senior boy who has shown outstanding improvement in their scholastic achievement and citizenship during his high school career.
- Sarah Shenkman Memorial Award- \$125 we would like to increase it to \$500- Given to a senior girl who has shown outstanding improvement in their scholastic achievement and citizenship during her high school career.

## 6. Real Property Tax Corrections

Mr. Matt Fitch, Assistant Superintendent for Business, is requesting the below assessment correction that were received by the assessor's office:

- 5605 Goodale Road, assessment change from \$112,500 to \$62,000 per clerical error at the Town of Canandaigua Assessor's Office; tax bill change from \$497.71 to \$17.00, a difference of \$480.50.

## 7. Construction Management Services

**WHEREAS**, the Board of Education of the Canandaigua City School District (the "Board of Education") has determined that it is in the best interest of the Canandaigua City School District (the "School District") to retain a construction manager to: assist in the development of a comprehensive plan to present to School District voters in the form of a referendum; collaborate with the project architect; provide construction planning; prepare and update as needed a project schedule; assist with bid solicitation and analysis; coordinate the activities of multiple contractors to meet the milestone dates set forth in the project schedule and comply with the Contract Documents; provide cost estimating and accounting services; provide project status reports; and provide related administration and professional services ("Construction Management Services") in connection with its 2024 Capital Improvement Project with an anticipated total cost of up to \$60,000,000 and a voter referendum planned for December 2024 (the "Project"); and

**WHEREAS**, the School District previously issued a Request for Proposals ("RFP") for Construction Management Services for the Project; and

**WHEREAS**, the School District has received proposals in response to the RFP, diligently analyzed the proposals, and conducted interviews with selected candidates as part of the selection process; and

**WHEREAS**, the Board of Education, as a result of the RFP process, has selected Watchdog Building Partners, LLC ("Watchdog") to provide Construction Management Services for the Project; and

**WHEREAS**, the Board of Education desires to authorize the President of the Board, the Superintendent of Schools, and the School District's legal counsel, Ferrara Fiorenza, PC, to negotiate one or more contracts with Watchdog for Construction Management Services in connection with the Project for Board of Education review and approval;

**NOW, THEREFORE**, be it resolved as follows:

1. The Board of Education approves the retention of Watchdog to provide Construction Management Services and proceed with the Project in accordance with the terms and conditions and the fees and expenses set out in its proposal in response to the RFP.
2. The Board of Education hereby authorizes the President of the Board, the Superintendent of Schools, and the School District's legal counsel, Ferrara Fiorenza, PC, to negotiate one or more contracts with Watchdog for Pre-Referendum and Post-Referendum services in accordance with the terms and conditions and the fees and expenses set out in its proposal in response to the RFP in connection with the Project, for Board of Education review and approval.
3. Upon Board of Education approval, this Resolution shall take effect immediately.



**8. Recommendations of the Committee on Special Education**

Recommendations of the Committee on Special Education meeting dates of November 6, 2023; November 7, 2023; November 8, 2023; November 9, 2023; November 13, 2023; November 14, 2023; November 15, 2023; November 16, 2023; November 20, 2023; November 21, 2023; November 27, 2023; November 28, 2023; November 29, 2023; November 30, 2023; December 4, 2023; December 5, 2023; December 8, 2023; December 15, 2023; December 18, 2023; December 20, 2023; December 21, 2023; January 3, 2024; January 4, 2024; January 5, 2024; January 8, 2024; January 9, 2024; January 11, 2024; January 12, 2024; January 17, 2024; January 18, 2024; and January 19, 2024.

**Personnel**

1. Non-Instructional Personnel

A. Retirement

The Superintendent received a letter of resignation for the purpose of retirement from the following individual. On behalf of the District, sincere best wishes for a happy and healthy retirement are offered. Thank you for the many years of service to the Canandaigua City School District.

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Years of Service</u>
Toni MacVean	School Monitor	1/31/2024	17

B. Removals

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Alyssa Brickey	Food Service Helper	Resignation in order to accept another position in the District	1/15/2024
Carie Mchugh	Food Service Helper	Resignation	1/25/2024
Brant Duell	School Monitor	Resignation	1/25/2024
Marilyn Ruiz	School Bus Monitor	Resignation	2/1/2024

C. Leave of Absence

- 1) Alesha Howe, Teacher Aide at the Primary School, has requested a leave of absence from March 16, 2024 through May 5, 2024.

D. Appointments

*Pending Civil Service approval and NYSED fingerprint clearance where applicable:*

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Craig VanDemark	School Monitor	1/18/2024	\$15.07/hr.
Alyssa Brickey	Assistant Cook	1/16/2024	\$16.98/hr.
Jordan Boylan	Teacher Aide	1/29/2024	\$15.05/hr.
William Bement	Substitute School Bus Driver	1/16/2024	\$19.00/hr.
Roy Brown	Substitute Custodial Worker	1/24/2024	\$15.38/hr.
Anamari Wallace-Reyes	School Monitor	1/24/2024	\$15.07/hr.
Adriana Espada	Typist (Provisional)	1/29/2024	\$15.81/hr.
Heather Lyon	School Bus Monitor	1/29/2024	\$15.07/hr.

2. Instructional Personnel

A. Leave of Absence

- 1) Taylor Day, Music Teacher at the Middle School, has requested a leave of absence from April 23, 2024 through June 30, 2024.





B. Appointments

*The Board of Education of the Canandaigua City School District hereby accepts the recommendation of the Superintendent to appoint the following instructional employees. Eligibility for tenure as a classroom teacher or building principal is contingent upon his/her successful completion of the probationary term and having received composite or overall APPR rating of either “Effective” or “Highly Effective” in at least three of the four preceding years and a rating higher than “Ineffective” in the final year of the probationary period.*

1) Interim Substitute Teacher

The following individual has been recommended for an Interim Substitute Teacher position as indicated at an agreed upon rate for the duration of the assignment:

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Effective</u>
Krista Coleman	Spanish Teacher	Middle School	1/29/2024 – TBD

2) Non-Certified Substitute Teachers

The following individuals have been recommended to Non-Certified Substitute Teacher positions conditional upon criminal history clearance from the New York State Education Department and verification of 1 year of college where applicable.

Evan Best  
Chloe Weber  
Lukas Olsson  
Jessica Avery

**End of Consensus Agenda**

**X. Wayne-Finger Lakes BOCES Board Nomination (POSSIBLE BOARD ACTION)**

- Nomination of Dr. O.J. Sahler, Canandaigua City School District resident to Wayne-Finger Lakes BOCES Board

**XI. Board Committee Reports**

- Policy Committee- Mrs. Beth Thomas **(BOARD ACTION)**
  - > **Second Reading**- Policy #5100- Nursing Mothers
  - > **Second Reading**- Policy #5110- Workplace Violence Prevention; Conditional Emergency
  - > **First Reading**- Policy #3020 Timeout and Physical Restraint (All Students)

**XII. District Committee Reports**

Although Board of Education members receive minutes from these District committees, highlights and special items for background information may need to be shared on an as needed basis.

- **Character Education Committee- Mrs. Amy Calabrese/ Mr. Milton Johnson- January 25, 2024**
- Council for Instructional Excellence (CIE)- Dr. Jen Schneider/ Mrs. Beth Thomas
- **Diversity, Equity, and Inclusion Task Force- Mrs. Julianne Miller- January 17, 2024**
- Safety / Health / Security Committee

**XIII. Upcoming Events**

- January 29- 4th Grade Monday Band & Orchestra Informance
- January 31- 4th Grade Wednesday Band & Orchestra Informance
- February 1- UPK Application Open
- February 9-11- Middle School Musical
- February 12- Board Meeting





Canandaigua City  
School District

Agenda -January 29, 2024- 6:30 p.m.  
Elementary School, Gymnasium

- 
- February 13- Frieda O'Hanlon Spelling Contest
  - February 19- President's Day
  - February 20-23- Winter Break
  - February 29- Middle School Small Ensemble
  - March 1- Transitional Kindergarten Application Open
  - March 1-3- CA Players Spring Musical
  - March 4- Board Meeting
  - March 8-9- CA Players Spring Musical

**XIV. Closing Remarks**

*(President, Board of Education and/or Superintendent)*



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The Regular meeting of the Canandaigua City School District Board of Education was held on Monday, January 8, 2024 at 5:30 p.m. at the Academy, President Grimm presiding.

**BOARD MEMBERS PRESENT:** Jeanie Grimm, Amy Calabrese, Milton Johnson, Julianne Miller, John Polimeni, Megan Personale, Jen Schneider, Beth Thomas

**BOARD MEMBERS ABSENT:** Jenny Tessendorf

**LEADERSHIP TEAM PRESENT:** Jamie Farr, Matt Fitch, Brian Nolan, Matt Schrage

**BOARD DISTRICT CLERK:** Deborah Sundlov

**OTHERS PRESENT:** Taryn Bjorling, visitors on file

### ***Executive Session***

Upon a motion made by Dr. Schneider, seconded by Mrs. Miller, with all present voting yes, the Board of Education approved calling an Executive Session at 5:30 p.m. discuss the employment of nineteen particular persons and three matters that may imperil public safety.

### ***Return to Open Session***

Upon a motion made by Dr. Schneider, seconded by Mr. Johnson, with all present voting yes, the Board of Education returned to Open Session at 6:24 p.m.

### ***Pledge of Allegiance to the Flag***

Mrs. Grimm called the meeting to order at 6:30 p.m. with everyone standing for the Pledge of Allegiance.

### ***Public Comments***

There were no public comments.

### ***Board Meeting Minutes***

Upon a motion made by Dr. Schneider, seconded by Mrs. Thomas, with all present voting yes, the Board of Education approved the December 11, 2023 Regular Board Meeting minutes.

#### **APPROVED: MINUTES**

*Mr. Polimeni was away from 6:30-6:33 p.m.*

### ***Board Student Representative***

Taryn Bjorling shared that the Prism Concert in December had wonderful attendance for both shows and students had a great time. Today was the first meeting of the Athletes Council and they had a good turnout. This Thursday is the Jazz Choir concert, and there is a combined band and orchestra concert next week. The Winter sports season is going well. There was an Indoor Track and Field meet this weekend and many students placed. The Girls Bowling team is currently number one in Section V.

### ***Superintendent's Report***

Superintendent Farr reported the Mascot Committee selected Rickabaugh Graphics as the company to finalize the district logo. A new stakeholder group, including community members, staff, Board members, and students will meet with Mr. Rickabaugh. Over the December break a great deal of capital project was completed and we can finally see the end in sight. On Monday, students will participate in a presentation at the First Congregational Church for Martin Luther King, Jr. Day.



**Tax Certiorari**

Upon a motion made by Mrs. Calabrese, seconded by Mrs. Miller, with all present voting yes, the Board of Education approved voting on the Tax Certiorari.

**APPROVED: TAX CERTIORARI**

**WHEREAS**, Grandview Apartments II, LLC (“Petitioner”) filed tax certiorari petitions challenging the assessment of its property located at 300 Eastern Boulevard in the City of Canandaigua (Tax Map Parcel No. 84.19-1-6.2) for the 2021-22, 2022-23, and 2023-24 tax years; and

**WHEREAS**, Petitioner has proposed settlement of such proceedings upon the following terms:

- Discontinue the 2021-22 tax year;
- Discontinue the 2022-23 tax year; and
- Reduce the 2023 Assessment to \$4,600,000.

**WHEREAS**, the City of Canandaigua supports the settlement proposal; and

**WHEREAS**, the Board of Education is willing to settle the proceedings pursuant to the terms outlined above.

**NOW, THEREFORE, BE IT RESOLVED** that:

1. The Board of Education agrees to settle the tax certiorari proceedings commenced by Petitioner in accordance with the terms set forth above and, in the form, approved by Ferrara Fiorenza PC and hereby delegates to Ferrara Fiorenza PC the authority to execute such settlement documents.
2. This Resolution shall take effect immediately.

The question of the adoption of the foregoing Resolution was duly put to a vote, which resulted as follows:

Mrs. Amy Calabrese	Voting Yes
Mr. Milton Johnson	Voting Yes
Mrs. Julianne Miller	Voting Yes
Mrs. Megan Personale	Voting Yes
Mr. John Polimeni	Voting Yes
Dr. Jen Schneider	Voting Yes
Ms. Jennifer Tessoroff	Absent
Mrs. Beth Thomas	Voting Yes
Mrs. Jeanie Grimm	Voting Yes

The Resolution was thereupon declared adopted.

**SEQR Type II End Zones**

Upon a motion made by Mrs. Calabrese, seconded by Mrs. Personale, with all present voting yes, the Board of Education approved voting on the SEQR II.

**APPROVED: SEQR II**

**WHEREAS**, the Board of Education of the Canandaigua City School District (the “Board”) has considered the effect upon the environment of the proposed 2023 Capital Improvement Project, which will include, but is not limited to the following:

Athletic field end zone turf replacement and District-wide signage replacement.



**WHEREAS**, the Board has reviewed the scope of the project and has further received and considered the advice of its architects with respect to the potential for environmental impacts resulting from the proposed action; and

**WHEREAS**, the Board has reviewed the Proposed Action with respect to the Type II criteria set forth in 6 NYCRR Part 617.5(c), now therefore;

**BE IT RESOLVED**, by the Board of Education as follows:

1. The Proposed Action does not exceed thresholds established under 6 NYCRR Part 617, the State Environmental Quality Review Act, (SEQRA).
2. The Board hereby determines the Proposed Action as a Type II action in accordance with the
3. SEQRA regulations.
4. No further review of the Proposed Action is required under SEQRA.
5. This resolution shall be effective immediately.

The question of the adoption of the foregoing Resolution was duly put to a vote, which resulted as follows:

Mrs. Amy Calabrese	Voting Yes
Mr. Milton Johnson	Voting Yes
Mrs. Julianne Miller	Voting Yes
Mrs. Megan Personale	Voting Yes
Mr. John Polimeni	Voting Yes
Dr. Jen Schneider	Voting Yes
Ms. Jennifer Tessoroff	Absent
Mrs. Beth Thomas	Voting Yes
Mrs. Jeanie Grimm	Voting Yes

The Resolution was thereupon declared adopted.

**Consensus Agenda**

Upon a motion made by Mrs. Miller, seconded by Mrs. Calabrese, with all present voting yes, the Board of Education approved/accepted the Consensus Agenda with the additional wording for numbers 12 and 13.

**APPROVED: CONSENSUS AND SUPPLEMENTAL AGENDA**

**Business**

**1. Treasurer’s Report**

the Treasurer’s Report for the Period of November 1, 2023 - November 30, 2023. Additional information is included as an attachment and is filed.

**2. Budget Status Report**

the Appropriation Status Report, which is a summary, for the period of July 1, 2023 – November 30, 2023. Additional information is included as an attachment and is filed.

**3. Revenue Status Report**

the Revenue Status Report, which is a summary, for the period of July 1, 2023- November 30, 2023. Additional information is included as an attachment and is filed.



#### 4. **Course Name Change- Final Approval**

At the November CIE meeting, the Council reviewed and approved the following course name change request. A thorough review occurred through the department, the building principal, and finally the CIE as directed in the District Curriculum Procedures Manual. *(Initial December 11, 2023)*

- Cabinet Making change to Advanced Woodworking

#### 5. **Textbook Adoption- Final Approval**

At the November CIE meeting, the Council reviewed and approved the following textbook addition. A thorough review occurred through the department, the building principal, and finally the CIE as directed in the District Curriculum Procedures Manual. *(Initial December 11, 2023)*

- English 102 Gemini

#### 6. **House Manager**

the following people for the position of House Manager for various theater events for the 2023-2024 school year. The amount is \$100 per event.

- Kim Anderson and Trish Kelley

#### 7. **2023-2024 Health Services**

We are required to provide the same health services to students attending private and parochial schools as are provided for the children attending public school. The Education Law permits the School District to bill the district of residence for health services to non-resident students. It is necessary for the Board to approve the rate to be charged. This rate is based on a calculation of our per pupil health services cost using a formula prescribed by the State Education Department. The rate is \$933.29 per student, per year for the purpose of billing for health services provided to students attending private and parochial schools who are not residents of the Canandaigua City School District for the 2023-2024 school year. The total number of students for the 2023-2024 school year is 75.

#### 8. **Spring Student Teacher Placement/ Declined**

Linda Stockman, Hobart William Smith declined Student Teacher Placement with Kaylee Rose- January 24, 2024-March 15, 2024 and Carly Camp- March 18, 2024-May 10, 2024, which was Board approved on November 13, 2023.

Kristin Moshier, SUNY Geneseo placement will now be with Melinda Arist in place of Kristina Henry- March 21, 2024-May 10, 2024 which was Board approved on December 11, 2023.

#### 9. **Donations**

the request of Mrs. Marissa Logue, Academy Principal, to accept a donation for the music department from Rotary in the amount of \$3,500.

a donation of \$1,000 from Kristen Blauvelt to be applied to the Mark Bradley Scholarship Award.

#### 10. **Surplus Items**

the request of Mrs. Marissa Logue to declare as surplus items the listing of books.

the request of Mr. Brian Amesbury, Elementary School Principal, to declare as surplus items the listing of books.

for the below items to be declared as surplus and sold at an upcoming auction.

Two diving boards

Nine HVAC units




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Academy old dust collection system	Portable welder
JCB loader	Victory two door refrigerator
50 boxes miscellaneous filters	100 boxes old floor stripper
50 cases old floor finish	50 cases old floor pads
Miscellaneous athletic items	One can field hockey sticks
Two boxes wrestling warmups	Two red iron steppers
One empty ball cart	Bin of stability balls
One ball drop for pitching	Pool diving jackets

**11. Agreement**

with Rickabaugh Graphics.

with SunBelt Staffing to provide Speech-Language Pathologist services 16 hours/week from January 19-June 26, 2024.

**12. Academy Field Signage**

**WHEREAS**, based on the recommendation of the Canandaigua City School District’s (“School District”) Architect, LaBella Associates, the Board of Education of the School District has determined that it is in the best interest of the School District to accept a proposal from TakeForm dated January 3, 2024 (“Proposal”) to provide sign equipment and related services described therein for a total cost of \$54,468.25 in connection with the 2023 Capital Project (the “Project”); and

**WHEREAS**, the Proposal has been submitted under the authority of The Interlocal Purchasing System (“TIPS”) Contract #230301 as an exception to competitive bidding contained in NYS General Municipal Law §103(16) and in compliance with Board Policy #4070; and

**WHEREAS**, the Board of Education hereby accepts the recommendation of the School District’s Architect and hereby accepts the Proposal shared with the Board;

**NOW, THEREFORE**, be it resolved as follows:

1. The Board of Education accepts the recommendation of the School District’s Architect, and hereby accepts the Proposal, and authorizes the President of the Board, the Superintendent of Schools, or their designee to enter into a contract with TakeForm on behalf of the Board of Education in a form approved by legal counsel, and take all actions necessary or convenient to proceed under the contract in connection with the Proposal and the Project.
2. Upon Board of Education approval, this resolution shall take effect immediately.

**13. Academy Stadium Endzones**

**WHEREAS**, based on the recommendation of the Canandaigua City School District’s (“School District”) Architect, LaBella Associates, the Board of Education of the School District has determined that it is in the best interest of the School District to accept a proposal from Chenango Contracting, Inc. dated January 8, 2024 (“Proposal”) to provide turf field equipment, repair, maintenance, and related services described therein for a total cost of \$155,472.00 in connection with the 2023 Capital Project (the “Project”); and

**WHEREAS**, the Proposal has been submitted under the authority of The Interlocal Purchasing System (“TIPS”) Contract #23020102 as an exception to competitive bidding contained in NYS General Municipal Law §103(16) and in compliance with Board Policy #4070; and

**WHEREAS**, the Board of Education hereby accepts the recommendation of the School District’s Architect and hereby accepts the Proposal shared with the Board;



**NOW, THEREFORE**, be it resolved as follows:

1. The Board of Education accepts the recommendation of the School District’s Architect, and hereby accepts the Proposal, and authorizes the President of the Board, the Superintendent of Schools, or their designee to enter into a contract with Chenango Contracting, Inc. on behalf of the Board of Education in a form approved by legal counsel, and take all actions necessary or convenient to proceed under the contract in connection with the Proposal and the Project.
2. Upon Board of Education approval, this resolution shall take effect immediately.

**14. New Club**

the request of Mrs. Logue for a new club at the Academy; **Creative Writing Club**. The purpose of this club is to make writing fun. Proposed activities include monthly prompts, mini contests, partial tutoring, coffee shop days and possible monthly student-run newsletter. The unpaid adviser is Ms. Sara Maser.

**15. Budget Transfer**

the below budget transfer is over \$20,000 and requires Board approval. This is related to an approved contract.

From: A1480.150-00-1115	Public Information Instructional	\$38,300
To: A1480.400-00-0000	Public Information Contractual	\$38,300

**16. Board Committee Update**

acceptance of the resignation of Tom Reho as community member of Site Committee and approval for Chris Keys as the new community member.

**17. Athletic Volunteer**

of Austin Cayward to volunteer at wrestling.

**18. Recommendations of the Committee on Special Education**

recommendations of the Committee on Special Education meeting dates of November 14, 2023; November 15, 2023; November 16, 2023; November 28, 2023; November 29, 2023; November 30, 2023; December 1, 2023; December 4, 2023; December 5, 2023; December 6, 2023; December 7, 2023; December 8, 2023; December 11, 2023; December 12, 2023; December 13, 2023; December 14, 2023; December 18, 2023; December 19, 2023; December 20, 2023; December 21, 2023; December 22, 2023; January 3, 2024; and January 4, 2024.

**Personnel**

1. Non-Instructional Personnel

A. Removals





<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Margaret Outhouse	School Bus Driver	Resignation	12/1/2023
Noah Hullings	School Bus Monitor	Resignation	12/22/2023
Sara Tasso	School Monitor	Resignation in order to accept another position in the District	12/14/2023
Kathryn Pisapia	Teacher Aide	Resignation	12/15/2023
Joseph Lord	Typist	Resignation	1/2/2024
Brian LaBerge	School Bus Monitor	Resignation in order to accept another position in the District	1/3/2024
Alisa Shepherd	Teacher Aide	Resignation	1/12/2024

B. Appointments

*Pending Civil Service approval and NYSED fingerprint clearance where applicable:*

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Sara Tasso	Teacher Aide	12/15/2023	\$15.05/hr.
Tim Cedar	School Bus Driver	1/3/2024	\$24.66/hr.
Brain LaBerge	School Bus Driver	1/3/2024	\$24.66/hr.
Nathan Hedger	School Bus Driver	1/12/2024	\$24.66/hr.
Abigail Payne	Substitute Teacher Aide	12/21/2023	\$15.00/hr.
Tim Lewis	Teacher Aide	1/3/2024	\$15.05/hr.
Michael Smith	Building Maintenance Assistant	1/22/2024	\$20.50/hr.
Carrie Klug	Food Service Helper	1/3/2024	\$15.38/hr.
Heather Lyon	School Monitor	1/16/2024	\$15.07/hr.
Jake Ingalls	Custodial Worker, FT	1/16/2024	\$15.61/hr.
Nicholas Bogardus	Custodial Worker, FT	1/16/2024	\$15.61/hr.

2. Instructional Personnel

A. Resignation

- 1) of Katherine Mancuso, School Counselor at the Primary-Elementary Complex, from the District effective the end of business January 12, 2024.
- 2) of Linda Coleman Lawrence, Contract Sub Teacher at the Academy, from the District effective the end of business December 21, 2023.

B. Appointments

*The Board of Education of the Canandaigua City School District hereby accepts the recommendation of the Superintendent to appoint the following instructional employees. Eligibility for tenure as a classroom teacher or building principal is contingent upon his/her successful completion of the probationary term and having received composite or overall APPR rating of either "Effective" or "Highly Effective" in at least three of the four preceding years and a rating higher than "Ineffective" in the final year of the probationary period.*

1) Interim Substitute Teacher

the following individual for an Interim Substitute Teacher position as indicated at an agreed upon rate for the duration of the assignment:

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Effective</u>
Korina Farwell	Grade 4 Teacher	Elementary School	1/3/2024
Lynne Pierce-Morey	School Counselor	Elementary School	1/11/2024



2) Contract Substitute Teachers

the following individual to a Contract Substitute Teacher position for the 2023 – 2024 school year at the approved rate:

Chase Boggs – Middle School

3) Certified Substitute Teachers

the following individuals to Certified Substitute Teacher positions conditional upon criminal history clearance from the New York State Education Department where applicable.

Kathleen Shirk

Matthew Ross McGuire

4) Non-Certified Substitute Teachers

the following individuals to Non-Certified Substitute Teacher positions conditional upon criminal history clearance from the New York State Education Department and verification of 1 year of college where applicable.

Zachary Morse

Cynthia Vespi

Meghan Greene

Liliana Mandurano

Lia Bonzo

Lillian Cooke

***End of Consensus Agenda***

***Board Committee Reports***

Policy Committee

Mrs. Beth Thomas reported out on behalf of the Policy Committee which met on December 13, 2023 and reviewed the following:

- > **First Reading**- Policy #5100- Nursing Mothers
- > **First Reading**- Policy #5110- Workplace Violence Prevention
- > Policy #3390 Data Security and Privacy- **Non-Substantive**- updated a policy number
- > Policy #1090 Board Meetings- **Non-Substantive**- removed wording
- > Policy #4070 Purchasing- **Non-Substantive**- added Assistant Superintendent for Business as Purchasing Agent
- > Policy #1190 Voter Registration of Students- reviewed with legal, **no changes**
- > Two items that will be reviewed this spring to be included in the Code of Conduct

***Discuss Budget Guidelines, Process, and Calendar***

Upon a motion made by Mr. Johnson, seconded by Mrs. Thomas, with all present voting yes, the Board of Education approved/accepted the Budget Guidelines, Process, and Calendar.

**APPROVED: BUDGET GUIDELINES, PROCESS, AND CALENDAR**

1. Make staffing decisions that meet the intellectual, social and emotional needs of students that reflect enrollment data, that prepare them to be successful 21<sup>st</sup> century learners, and that recognize the effects of the changed learning environment post 2020.
2. Continue to reduce costs through budget efficiencies, partnerships and shared services.
3. Strategically utilize fund balance and reserves to mitigate programmatic impact in the near and long-term future.
4. Maintain a transparent system of continual communication with the public.



- 
5. Minimize cuts during restrictive tax cap cycles by making decisions based on right-sizing and consideration of the levy that best meets the needs of the district.

**Upcoming Events**

- January 11- CA Jazz Choir Pop Night
- January 15- Martin Luther King, Jr. Day
- January 17- Combined Band and Orchestra Concert
- January 23- Fall Elementary Concert
- January 24- 8<sup>th</sup> Grade Curriculum Night
- January 29- Board Meeting
- January 29- 4<sup>th</sup> Grade Band & Orchestra Informance
- January 31- 4<sup>th</sup> Grade Band & Orchestra Informance

**Closing Remarks**

*(President, Board of Education and/or Superintendent)*

**Adjournment**

Upon a motion made by Dr. Schneider, seconded by Mrs. Thomas, with all present voting yes, the Board of Education approved the adjournment of the Regular meeting at 6:45 p.m. The next Regular meeting will be on January 29, 2024 at 6:30 p.m.

Respectfully submitted,

Deborah Sundlov  
District Clerk

Deleted Date	Title	Author	Published
1/22/2024	The bakery lady.	Mora, Pat.	2001
1/22/2024	Birds	Henkes, Kevin.	2009
1/22/2024	Pete the cat and his four groovy buttons	Litwin, Eric.	2012
1/22/2024	Pete the cat, I love my white shoes	Litwin, Eric.	2010
1/22/2024	Rosie's walk	Hutchins, Pat, 1942-	1986
1/22/2024	What shall we do with the boo-hoo baby?	Cowell, Cressida.	2000
1/10/2024	How the Grinch stole Christmas	Seuss, Dr.	1985
1/10/2024	How the Grinch stole Christmas	Seuss, Dr.	1985
1/10/2024	How the Grinch stole Christmas	Seuss, Dr.	1985
1/10/2024	The Polar Express	Van Allsburg, Chris.	1985
1/10/2024	The Polar Express	Van Allsburg, Chris.	1985
12/13/2023	Garter snakes	Petrie, Kristin, 1970-	2015
12/13/2023	Tractors	Oachs, Emily Rose.	2017
11/27/2023	Aunt Nancy and Cousin Lazybones	Root, Phyllis.	1998
11/27/2023	The beastly feast	Goldstone, Bruce.	1998
11/27/2023	As big as you	Greenstein, Elaine.	2002
11/27/2023	Critter sitter	Richards, Chuck, 1957-	2008
11/27/2023	Crocs!	Greenberg, David (David T.)	2008
11/27/2023	The day the picture man came	Gibbons, Faye.	2003
11/27/2023	Dimity Dumpty : the story of Humpty's litt	Graham, Bob, 1942-	2007
11/27/2023	How to catch a unicorn	Wallace, Adam.	2019
11/27/2023	Indigo and moonlight gold	Gilchrist, Jan Spivey.	1993
11/27/2023	The lime green secret	Graham, Georgia.	2009
11/27/2023	The moon was at a fiesta	Gollub, Matthew.	1994
11/27/2023	Mother's Day	Rockwell, Anne F.	2004
11/27/2023	One rainy night	Gove, Doris.	1994
11/27/2023	Pete and Polo's big school adventure	Reynolds, Adrian.	2000
11/27/2023	Presidents' Day	Rockwell, Anne F.	2008
11/27/2023	Quickly, Quigley	Gravois, Jeanne M.	1994
11/27/2023	Ruthie and the (not so) teeny tiny lie	Rankin, Laura.	2007
11/27/2023	Snakes!	by the editors of Time for Kids, with I	2005
11/27/2023	Tales from the waterhole	Graham, Bob, 1942-	2004
11/27/2023	This whole Tooth Fairy thing's nothing but	Grambling, Lois G.	2002
11/27/2023	Toot toot zoom!	Root, Phyllis.	2009
11/27/2023	The wonderful book	Gore, Leonid.	2010
11/20/2023	Baboon	Banks, Kate, 1960-	1997
11/20/2023	Bob's best ever friend	Bartram, Simon.	2009
11/20/2023	The cat who walked across France	Banks, Kate, 1960-	2004
11/20/2023	Close your eyes	Banks, Kate, 1960-	2002
11/20/2023	Cloudy with a chance of meatballs	Barrett, Judi.	1978
11/20/2023	Cloudy with a chance of meatballs 3 : plan	Barrett, Judi.	2013
11/20/2023	Count the monkeys	Barnett, Mac.	2013
11/20/2023	The eraserheads	Banks, Kate, 1960-	2010
11/20/2023	The great blue house	Banks, Kate, 1960-	2005
11/20/2023	Just another morning	Ashman, Linda.	2004
11/20/2023	The little lost Robin	Baguley, Elizabeth.	2007
11/20/2023	The longest night	Bauer, Marion Dane.	2009

11/20/2023	Mama's coming home	Banks, Kate, 1960-	2003
11/20/2023	The marshmallow incident	Barrett, Judi.	2009
11/20/2023	The moon over Star	Aston, Dianna Hutts.	2008
11/20/2023	My cat : the silliest cat in the world	Bachelet, Gilles.	2006
11/20/2023	Naamah and the ark at night : a lullaby	Bartoletti, Susan Campbell.	2011
11/20/2023	The night worker	Banks, Kate, 1960-	2000
11/20/2023	Not so tall for six	Aston, Dianna Hutts.	2008
11/20/2023	Pickles to Pittsburgh : the sequel to Cloud	Barrett, Judi.	1997
11/20/2023	Radio rescue	Barasch, Lynne.	2000
11/20/2023	Wanda and the frogs	Azore, Barbara.	2007
11/20/2023	Wanda and the wild hair	Azore, Barbara.	2005
11/20/2023	Wanda's freckles	Azore, Barbara.	2009
11/20/2023	Where the forest meets the sea	Baker, Jeannie.	1987
11/15/2023	American shorthairs	Woodson, Cameron L., 1994-	2021
11/15/2023	Battle Bunny	Scieszka, Jon.	2013
11/15/2023	Daisy-head Mayzie	Seuss, Dr.	1994
11/15/2023	Did I ever tell you how lucky you are?	Seuss, Dr.	1973
11/15/2023	Dog Man. For whom the ball rolls	Pilkey, Dav, 1966-	2019
11/15/2023	I can lick 30 tigers today! : and other stories	Seuss, Dr.	1969
11/15/2023	I had trouble in getting to Solla Sollew	Seuss, Dr.	1965
11/15/2023	If I ran the zoo	Seuss, Dr.	1977
11/15/2023	The Lorax	Seuss, Dr.	1971
11/15/2023	McElligot's pool	Seuss, Dr.	1974
11/15/2023	My many colored days	Seuss, Dr.	1996
11/15/2023	Oh, the things you can count from 1-10 : le	Hayward, Linda.	1995
11/15/2023	Oh, the things you can say from A-Z : learr	Hayward, Linda.	1995
11/15/2023	Scrambled eggs supper.	Seuss, Doctor.	1953
11/15/2023	Who said red?	Serfozo, Mary.	1992
11/15/2023	Yertle the turtle and other stories	Seuss, Dr.	2013
11/14/2023	Albert's Christmas	Tryon, Leslie.	1997
11/14/2023	The all-I'll-ever-want Christmas doll	McKissack, Pat, 1944-	2007
11/14/2023	Arthur's Christmas	Brown, Marc Tolon.	1984
11/14/2023	Babar and Father Christmas	Brunhoff, Jean de, 1899-1937.	2001
11/14/2023	The birds of Bethlehem	DePaola, Tomie, 1934-	2012
11/14/2023	The Christmas tree who loved trains	Silvestro, Annie.	2018
11/14/2023	Christmas trolls	Brett, Jan, 1949-	1993
11/14/2023	Deck the halls	Rockwell, Norman, 1894-1978.	2008
11/14/2023	Drummer boy	Long, Loren.	2008
11/14/2023	The flying canoe : a Christmas story	Kimmel, Eric A.	2011
11/14/2023	Gingerbread baby	Brett, Jan, 1949-	1999
11/14/2023	Gingerbread friends	Brett, Jan, 1949-	2008
11/14/2023	Home for Christmas	Brett, Jan, 1949-	2011
11/14/2023	The house that Santa built	De Las Casas, Dianne.	2013
11/14/2023	Jingle Bells	Hapka, Cathy.	2014
11/14/2023	The little drummer boy	Keats, Ezra Jack.	2000
11/14/2023	Little Rabbit's Christmas	Horse, Harry.	2007
11/14/2023	One starry night	Thompson, Lauren, 1962-	2011
11/14/2023	Paddington and the Christmas surprise	Bond, Michael.	2008

11/14/2023	The quiltmaker's gift	Brumbeau, Jeff,	2001
11/14/2023	Room for a little one : a Christmas tale	Waddell, Martin.	2004
11/14/2023	Snowbear's Christmas countdown	Smythe, Theresa.	2004
11/14/2023	Three French hens : a holiday tale	Palatini, Margie.	2005
11/14/2023	'Twas nochebuena : a Christmas story in E Thong	Roseanne.	2014
11/14/2023	'Twas the night before Christmas, or, Acco	Moore, Clement Clarke, 1779-1863.	2002
11/14/2023	Where does Joe go?	Pearson, Tracey Campbell.	1999
11/14/2023	Who built the stable? : a nativity poem	Bryan, Ashley.	2012
11/14/2023	The wild Christmas reindeer	Brett, Jan, 1949-	1990
11/13/2023	Peppa Pig and the day at Snowy Mountair		2015
10/30/2023	Get to work, trucks!	Carter, Don, 1958-	2002
10/30/2023	Minecraft. #8	Monster, Sfé R.	2022
10/30/2023	Pup and Hound move in	Hood, Susan, 1954-	2004
10/30/2023	Put me in the zoo	Lopshire, Robert.	1988
10/30/2023	Russian Blue cats	Hansen, Grace.	2017
10/30/2023	Tales of Bunjitsu Bunny	Himmelman, John.	2014
9/28/2023	Motorcycles	Bowman, Chris, 1990-	2018
9/20/2023	The pigeon needs a bath!	Willems, Mo.	2014
9/20/2023	Puss in boots	Perrault, Charles, 1628-1703.	2011
9/20/2023	The rough-face girl	Martin, Rafe.	1992
9/14/2023	Junie B. Jones is a party animal	Park, Barbara.	1997

## Nursing Mothers

Pursuant to applicable law, the District will provide reasonable unpaid break time, or permit an employee to use paid break time or mealtime to express breast milk each time that employee has a reasonable need to do so and will not discriminate in any way against an employee who chooses to pump in the workplace.

Upon request by a pumping employee, the District will use reasonable efforts to designate a room or other location that is: (a) in close proximity to the work area; (b) well lit; (c) shielded from view; and (d) free from intrusion from other individuals. This room/location will be somewhere other than in a restroom or toilet stall. The room/location will have a chair, a working surface, nearby access to clean running water, and an electrical outlet. The employee will have access to refrigeration for purposes of storing expressed milk.

Please note that if the pumping room/location is also used for other purposes, it will made be available solely to a pumping employee when needed. Moreover, once such a room/location has been designated, the District will provide notice to all employees of such designation as soon as is practicable.

Employees may submit a request for a room/location to pump to Human Resources. The District will respond to such request in no more than five (5) business days.

Should such a request impose an undue hardship on the District (as defined in applicable law), the District will still make reasonable efforts to provide a private room or other location—other than a restroom or toilet stall—that is in close proximity to the employee’s work area.

Board Approved:



## Workplace Violence Prevention

Canandaigua City School District is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our district, staff, and students.

Workplace Violence is defined as any physical assault or act of aggressive behavior occurring where a public employee performs any work-related duty in the course of his or her employment including but not limited to an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee; any intentional display of force which would give an employee reason to fear or expect bodily harm; intentional and wrongful physical contact with a person without his or her consent that entails some injury; or stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

Acts of violence against any of our employees where any work related duty is performed will be thoroughly investigated and appropriate action will be taken, including involving law enforcement authorities when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as students and visitors, following all policies, procedures and practices, and for assisting in maintaining a safe and secure work environment.

This policy statement is designed to meet the requirements of New York State Labor Law Art. 2 §27-b and highlights some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law includes a workplace evaluation that is designed to identify the risks of workplace violence to which our employees could be exposed.

Authorized Employee Representative(s) will, at a minimum, be involved in:

- evaluating the physical environment;
- developing the Workplace Violence Prevention Program; and
- reviewing workplace violence incident reports at least annually to identify trends in the types of incidents reported, if any, and reviewing the effectiveness of the mitigating actions taken.

All employees will participate in the annual Workplace Violence Prevention Training Program. The goal of this policy statement is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. All personnel are responsible for notifying the contact person designated below of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.

Designated Contact Person: Brian Nolan

Second Reading- January 29, 2024

Title: Assistant Superintendent of Personnel

Phone:

E-mail: NolanB@Canandaiguaschools.org

Board Approved:

## Time Out Rooms

~~The Board of Education recognizes that use of a time out room may be an effective and safe means for a student with a disability to safely deescalate, regain control, and prepare to meet expectations to return to his or her education program. It also recognizes that it may be needed to remove a student from a potentially dangerous situation. Except where there is an unanticipated and immediate concern for the physical safety of a student or others, a time out room is to be used only in conjunction with a student's behavioral intervention plan.~~

~~A student may not be placed in a locked room as a means of "time out" and may not be placed in a room, or in a space within a room, where the student cannot be continuously observed and supervised. Any and all time out rooms must conform to the requirements set forth below.~~

~~A student may be placed in a time out room only (1) in accordance with that student's behavioral intervention plan, which is to include specification of factors to determine the need for use of the time out room and limitations for the time to be spent in the time out room or (2), if not designated on a behavioral intervention plan, when the student's behavior poses an immediate and unanticipated concern for the physical safety of that student or of others and it is determined by the professional staff working with the student that use of the time out room is the least restrictive means to enable the student or others to remain safe and/or to enable the student to safely deescalate and regain control.~~

~~Use of the time out room for an individual student may not exceed that time designated on the student's behavioral intervention plan or, if not so designated, may not exceed 120 minutes per incident. If the student is not able to safely return to his or her education program after the time specified in the behavioral intervention plan, the staff shall adhere to the behavioral intervention plan for other behavioral intervention. If there is not a behavioral intervention plan, or if the behavioral intervention plan does not specify use of the time out room, the student's parent will be called and arrangements made for the student's removal from school if the student is not able to safely return to his or her educational program after 120 minutes.~~

~~All parents of students with a disability whose behavioral intervention plan specifies the use of a time out room shall be provided with a copy of this policy and shall be notified prior to its implementation that the plan incorporates the use of a time out room and that they have the right to view the physical space to be utilized as a time out room.~~

~~Staff shall continuously monitor any student in the time out room. The Superintendent of Schools or designee is to establish and implement procedures to document when the time out room is used, the duration of its use for each student on each occasion, and other information to monitor the effectiveness of the use of the time out room to decrease specified behaviors of the student. Such information is to be made available to the CSE and, upon request, to the student's parents.~~

~~The Superintendent of Schools is to arrange for training of staff regarding this policy and procedures related to the use of the time out room.~~

## Time Out Rooms

### Time Out Room Requirements

~~The time out room must be of adequate width, length, and height to allow the student to move about and recline comfortably. It must provide a means for continuous visual and auditory monitoring of the student and must have adequate lighting and ventilation. Wall and floor coverings should be designed to prevent injury. The temperature of the room is to be within the normal comfort range and consistent with the rest of the building. The room is to be clean and free of all objects and fixtures that could be potentially dangerous to a student. It is to meet all local fire and safety codes. The time out room shall be unlocked and able to be opened from the inside.~~

8 NYCRR §200.22(e)

### TIMEOUT AND PHYSICAL RESTRAINT (ALL STUDENTS)

This policy applies to all students, whether or not they are students with disabilities. The Board of Education recognizes that sometimes students exhibit challenging behaviors that impede learning and pose concern for the physical safety of themselves or others. The Board is required by state law and state regulations to adopt a policy that establishes administrative practices and procedures on the use of timeout and physical restraint to address such challenging behaviors.

As required by state regulations, the district will utilize positive, proactive, evidence- and researched-based strategies through a multi-tiered system of supports, to reduce the occurrence of challenging behaviors, eliminate the need to the use of timeout and physical restraint, and improve school climate and the safety of all students. Such strategies will include intervention and prevention procedures and de-escalation techniques. However, these strategies may not always be effective in keeping the school environment safe.

Pursuant to state regulations 8 NYCRR §19.5, timeout and physical restraint will not be used as discipline or punishment, retaliation, or as a substitute for positive, proactive intervention strategies that are designed to change, replace, modify, or eliminate a targeted behavior. Timeout and physical restraint may only be used when:

1. Other less restrictive and intrusive interventions and de-escalation techniques would not prevent **imminent danger of serious physical harm** to the student or others;
2. There is no known medical contraindication to its use on the student; and
3. School staff using such interventions have been trained in its safe and appropriate application, as required by state regulations.

For purposes of this policy and regulation, the term “parent” refers to parents and persons in parental relation.

The Superintendent is directed to establish administrative regulations to implement this policy.

#### I. Precipitating Factors and Time Limitations

Generally, timeout and physical restraint will be used when students exhibit behavior that puts themselves or others at risk of physical injury. Timeout and physical restraint will be used for the least amount of time necessary, generally only until the student has de-escalated, can return to their educational program, and no longer poses a risk of injury to themselves or others.

## II. Timeout for Students with Disabilities Pursuant to a Behavioral Intervention Plan

In addition to situations posing an immediate concern for the physical safety of a student or others as described in this policy and administrative regulation, timeout may be used for students with disabilities in conjunction with a behavioral intervention plan (BIP), as part of the student's individualized education program (IEP), as permitted by state regulations 8 NYCRR §200.22.

## III. Staff training

The district will provide annual training to staff on the use of timeout and physical restraint as required by state regulations and outlined further in the accompanying administrative regulation.

## IV. Information Provided to Parents

As required by state regulations, the district will provide this policy and accompanying administrative regulation to the parents of students for whom timeout and physical restraint has been used.

## V. Parent Notification of Timeout or Restraint

The Building Principal or designee will notify parents on the same day that timeout or physical restraint is used on a student, including a timeout used in conjunction with a student's BIP. The notification will offer the parent the opportunity to meet regarding the incident. Parents will also be provided with a copy of the documentation of the incident within three school days of the use of timeout or physical restraint.

If the parent cannot be contacted after making reasonable attempts, the Principal will record the attempts made to contact the parent. In the case of students with disabilities, the Principal will report such attempts to the student's committee on preschool special education or committee on special education.

## VI. Data Collection to Monitor Patterns

As required by state regulations, the district will document each incident of the use of timeout (including those used in conjunction with a BIP) and physical restraint, debrief following each incident of timeout and physical restraint, and review its documentation to monitor patterns of timeout and physical restraint.

The district will periodically (quarterly) examine data about the use of timeout and physical restraint. Such data will be disaggregated by school and grade level, as well as student race/ethnicity and sex/gender (and/or other relevant factors). The purpose of this examination is to determine whether the district is disproportional in its use of timeout and physical restraint, how to reduce such disproportionality, and what additional training, support and/or assistance is needed to reduce the use of such interventions.

## VII. Prohibited Actions

Students may not be placed in a locked room or space in a room where the student cannot be continuously observed and supervised by school staff. Students may not be placed in a prone restraint (a physical or mechanical restraint while the student is in a face down position).

Additionally, district teachers, administrators, officers, employees, or agent may not use corporal punishment, mechanical restraint and other aversive interventions, or seclusion (which differs from timeout) against a student, as defined in state regulations. State regulations include school resource officers in the term “agent” except when a student is under arrest and handcuffs are necessary for the safety of the student and others.

#### VIII. Annual Reporting

District staff must report all allegations of corporal punishment, mechanical restraint and other aversive interventions, prone physical restraint, or seclusion to the Superintendent. The Superintendent or designee will investigate the allegations, and determine whether they are substantiated or unsubstantiated, and will compile the reports annually.

The district will submit a report to the State Education Department, on a form and at a time prescribed by the Commissioner of Education, on the use of timeout and physical restraint, as well as substantiated and unsubstantiated allegations of the use of corporal punishment, mechanical restraint and other aversive interventions, prone physical restraint and seclusion.

#### IX. Public Availability and Posting of Policy

This policy and accompanying administrative regulation will be made publicly available for review at the district administrative offices, at each building, and posted on the district’s website.

Ref: Education Law §4402(9)  
8 NYCRR §§19.5; 200.22